



## **Worcestershire PLD Online PLD Leader User Guide**

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## Access the Site

1. To access the Live site, go to: [www.worcestershire.gov.uk/pld](http://www.worcestershire.gov.uk/pld)
2. Select 'Early Years & Childcare' and Login, (view Early Years Quick User guide for process)

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**Professional Learning & Development  
in Worcestershire**

Supporting Your Professional Progression

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## Welcome to Worcestershire PLD Online

**County Council Colleagues**

Training and resources to support WCC staff with their professional learning and development.

**Schools**

Courses contributing to the professional development of the school workforce.

**Other Customers -  
External/Public**

Course catalogue for all other customers available to book online.

**Children & Young People's  
Workforce**

Courses for people involved with social work, early help and safeguarding.

**Early Years & Childcare**

Courses contributing to the professional development of those involved in early years and childcare.

Please select the relevant Service in order to log in and search for events.

## My PLD Online

1. To access your "My PLD Online" area click on 'My PLD Online' in the top menu.

[Home](#) | [County Council Colleagues Home](#) | **My PLD Online** | [Search Events](#) | [Cancel Booking](#) | [FAQ](#) | [Get In Touch](#) | [Log Out](#)

2. This is where you can carry out PLD tasks.

### PLD Leader Tools



Events I have booked for colleagues



Events colleagues are due to attend



Events attended by colleagues



Event reports



Colleague report



Unauthorised booking requests



3. If you are a PLD Leader (Ofsted Main Contact) at more than one establishment/department you will see a link for 'Choose establishment to manage' where you can select which establishment to manage.



## Making a Booking on Behalf of a Colleague

1. Click 'Search Events'.
2. This will take you to the Search Events page.

### Search Events

Keyword	<input type="text"/>	Event Code	<input type="text"/>
Starts during or after	<input type="button" value="Today"/>	Event type	<input type="button" value="All Events"/>
Subject	<input type="button" value="All Subjects"/>	Target Audience	<input type="button" value="Select a target audience"/>
Event Category	<input type="button" value="All categories"/>		
Key Stage	<input type="checkbox"/> KS4	<input type="checkbox"/> KS5	<input type="checkbox"/> KS3
	<input type="checkbox"/> KS 2		
<input type="button" value="Search"/>			

3. Select your search criteria and click 'Search' or alternatively select the course date from the calendar.
4. When you have found an event you would like to request a place on, select 'Request a Place'.

### A Test Course

Starts: Friday 20 September 2013 09:00 - 09:30	Event code: CCC/13/064	<input type="button" value="Map"/>	<input type="button" value="Request a place"/>	
Venue: WebBased Ltd	<input type="button" value="request a place"/>			
About this event: An Event Description	<input type="button" value="Full Details"/>			
<b>Session</b>	<b>Session Date</b>	<b>Session Time</b>	<b>Session Venue</b>	<b>Map</b>
Session 1	Friday 20 September 2013	09:00 - 09:30	WebBased Ltd	<input type="button" value="Map"/>
Session 2	Saturday 21 September 2013	12:00 - 17:30	WebBased Ltd	<input type="button" value="Map"/>

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- Click 'Request a place on behalf of a colleague'.

Complete the form below to request a place on the event  
[Click here to add a colleague to PLD Online](#)

Event Title	Advanced Knitting and Crochet (AKC1)	
Venue	WebBased Ltd, 17 Research Way, PL6 8BT   Map	
Start time and date	09:00 - 16:30 Monday 23 September 2013	
Your name	Ian Robinson	
<input type="button" value="Request a place on behalf of a colleague !"/>		

- If you are a PLD Leader for more than one establishment/department, you will need to select the relevant establishment before you can select a colleague.



- Select a colleague from the 'Colleague's name' drop down list.

Colleague's name	<input type="button" value="Search Colleagues"/> Admin, Webbased - WebBased Ltd Blackwell, Jan - WebBased Ltd Carter, Hayley - WebBased Ltd Hannant, Rose - WebBased Ltd Hedges, Geoff - WebBased Ltd Hoffman, Lara - WebBased Ltd Robinson, Adam - WebBased Ltd Robinson, Gemma - WebBased Ltd Robinson, Ian - WebBased Ltd Saunders, Matthew - WebBased Ltd Smith, Jessica - WebBased Ltd Sysadmin, W - WebBased Ltd Test, Webbased - WebBased Ltd Tuffley, Debbie - WebBased Ltd
Cost	*
Booking Requirements	<small>Booking requirements can be updated through My PLD Online. If you have any requirements for booking please complete the 'Booking Requirements' field below.</small>

- If the staff member does not already have an account on the site, you can create one for them by clicking 'Click here to add a staff member'.

### Add a colleague to Worcestershire County Council Colleagues Online

This process will allow you to book a place on behalf of a colleague. It will also create a (BETA) Worcestershire County Council Colleagues PLD Online user account for your colleague.

title	<input type="button" value="Select"/>
Firstname	<input type="text"/> *
Lastname	<input type="text"/> *
Role	<input type="button" value="Select"/>
Establishment	<input type="button" value="Select an Organisation"/>
Email address	<input type="text"/> * <small>(Enter the participant's email address - if an email address is not entered the participant will not be able to receive email communications confirming their place)</small>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- Enter the colleague's details and click 'Submit'.

- You will then be taken back to the request a place page where the staff member will now be shown in the drop down list.



11. You can select who you wish to receive email messages regarding the event by choosing 'Me' (PLD Leader) or 'Colleague'.

Who would you like to receive  
email  
messages regarding this event

Colleague  
 Me

12. Agree to the Terms and Conditions and click 'Submit'.

13. A confirmation message will be displayed.

#### Request a Place

Request a place  Full Details  Print Event  Save Event  Event List 

► You have successfully added Webbased Test from WebBased Ltd to Advanced Knitting and Crochet

► Booking reference number is: CCC/100069

► Add another participant to this event

14. You can follow the progress of this booking from the 'My PLD Online' and selecting Events I have booked for Colleagues' page.

#### Events I have booked on behalf of colleagues

► This list shows all events that are due to run that you have booked on behalf of colleagues  
1 event found

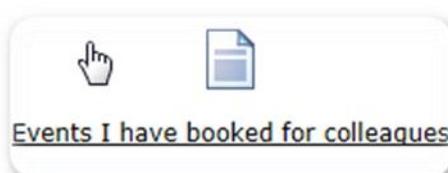
| Back to My PLD Online |

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<b>Participant:</b> Webbased Test	<b>Code:</b> AKC1
<b>Advanced Knitting and Crochet</b>	<b>Booking Status</b>
<b>Date and time:</b> Monday 23 September 2013 09:00 - 16:30	<b>Booking status:</b> Unconfirmed
<b>WebBased Ltd, 17 Research Way, PL6 8BT</b>   <a href="#">Map</a>	
<a href="#">Show details</a>   <a href="#">Download documents</a>   <a href="#">Cancel booking</a>	

#### Events (training courses) booked for colleagues

1. To view events (training courses) that you have booked on behalf of your staff click on the 'Events I have booked for Colleagues' link.





2. Click 'Show Details' to view the full event details.

### Events I have booked on behalf of colleagues

► This list shows all events that are due to run that you have booked on behalf of colleagues  
1 event found

| Back to My PLD Online |

Page 1 of 1

**Participant: Adam User**

**Appraisal Training for Senior Managers**

**Code: EY 13/026**

**Date and time:** Tuesday 24 September 2013 09:00 - 14:30

**Booking Status**

A Training Venue, 17 Research Way, PL6 8BT | Map |

**Booking status:**  
Unconfirmed

| Show details | Download documents | Cancel booking |

3. To cancel a booking click 'Cancel Booking'. You will be prompted to enter a cancellation request and this will be sent to the Event Administrator.

### Cancel Request

Your name	Adam User *
Your Organisation	WebBased Ltd *
Your e-mail Address	cpd-test@support.webbased.co.uk
Your Telephone	
Event Title	Appraisal Training for Senior Managers *
Event Start Date	24 September 2013 *
Reason for Cancellation	     You have 150 characters remaining for cancellation reason.
Enter the code exactly as you see it in the image	
<input type="checkbox"/> I have read and agree to the cancellation policy   <a href="#">Cancellation Policy</a>	

Send | Cancel

It is the responsibility of the member of staff who books training to ensure that any cancellations are made within the correct time frame stated within the Terms and Conditions which are agreed to at the point of booking. A copy is available at [www.worcestershire.gov.uk/earlyyearstraining](http://www.worcestershire.gov.uk/earlyyearstraining)

### Events (training courses) colleagues are due to attend

1. To view upcoming events (training courses) for staff at your establishment click 'Events Colleagues are due to attend'.



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- For full event details click on the 'Show Details' link.

<b>Event:</b> Appraisal Training for Senior Managers		<a href="#">  Show details  </a>
<b>Date and time:</b> Tuesday 24 September 2013 09:00 - 14:30		<b>Code:</b> EY 13/026
<b>Venue:</b> A Training Venue, 17 Research Way, PL6 8BT <a href="#">  Map  </a>		
<b>Adam User</b> - WebBased Ltd		<a href="#">Cancel booking  </a> <b>Booking status:</b> Unconfirmed

### Event Details

#### Appraisal Training for Senior Managers

<b>Event Code</b>	EY 13/026			
<b>Event Description</b>	Appraisal Training for Senior Managers in schools, suitable for all phases.			
<b>Key stages</b>	KS 2 ✓ KS3 ✓ KS4 ✓ KS5 ✓			
<b>Subjects</b>	Continuing Professional Development / English / Safeguarding			
<b>Target audience</b>	Administrators / Coordinators / Governors <a href="#">Map</a>			
<b>Admin contact</b>	Richard Clarke (suzanne.french@webbased.co.uk)			
<b>Tutors</b>	Rachel Green <a href="#">Map</a>			
<b>Course Costs</b>	£0.00			
<b>Session</b>	<b>Session Date</b>	<b>Session Time</b>	<b>Session Venue</b>	<b>Map</b>
Session 1	Tuesday 24 September 2013	09:00 - 14:30	A Training Venue	<a href="#">Map</a>

- To cancel a booking click 'Request Cancellation of this booking'.

- You will be prompted to enter a cancellation reason which will be sent to a system administrator to approve the cancellation.

### Cancel Request

Your name	<input type="text" value="Adam User"/> *
Your Organisation	<input type="text" value="WebBased Ltd"/> *
Your e-mail Address	<input type="text" value="cpd-test@support.webbased.co.uk"/>
Your Telephone	<input type="text"/>
Event Title	<input type="text" value="Appraisal Training for Senior Managers"/> *
Event Start Date	<input type="text" value="24 September 2013"/> *
Reason for Cancellation	     You have 150 characters remaining for cancellation reason.

Enter the code exactly as you see it in the image



I have read and agree to the cancellation policy [| Cancellation Policy |](#)

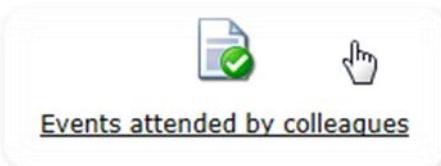
[Send](#) [Cancel](#)



It is the responsibility of the member of staff who books training to ensure that any cancellations are made within the correct time frame stated within the Terms and Conditions which are agreed to at the point of booking. A copy is available at [www.worcestershire.gov.uk/earlyyearstraining](http://www.worcestershire.gov.uk/earlyyearstraining)

### **Events (training courses) attended by colleagues**

1. To view events (training course) colleagues at your establishment have attended click on 'Events attended by Colleagues'.



2. If evaluations have been entered you can view by clicking 'View Evaluations'.

#### Events attended by your colleagues

10 bookings found

| Back to My PLD Online |

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Event: An Introduction to Teaching	Show details
Date and time: Tuesday 23 July 2013 09:00 - 09:30	Code: CCC/13/070
Venue: WebBased Ltd, 17 Research Way, PL6 8BT   Map	
Adam User - WebBased Ltd	Booking status: Confirmed

3. Once the evaluations have been completed certificates can also be accessed from this screen

### **PLD Leader Reports**

PLD Leader Reports are available from the My PLD Online page.

1. For the event report click 'Event Reports'.



2. Select your report criteria and click 'Submit'.



<b>Report</b>	<input type="button" value="Event Attendance History"/>
<b>LA</b>	Worcestershire
<b>Establishment</b>	WebBased Ltd
<b>Date range</b>	From <input type="text" value="27 August 2013"/> <input type="button"/> to <input type="text" value="27 August 2013"/> <input type="button"/>
<b>Subjects</b>	Continuing Professional Development English Safeguarding Science
	(Hold down Ctrl to select more than one subject)
<b>Target Audience</b>	Administrators Coordinators Governors sue
	(Hold down Ctrl to select more than one target audience)
<b>Order results by</b>	<input type="button" value="Participant name"/>
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

3. The results will be shown, as per example below:

Page 1 of 3								Next page >>
First name	Last name	Register Status	Organisation	Event Title	Subjects	Start Date	Time	
Jade	Bloggs	Not marked	Webbased School	Appraisal Training for Senior Managers	Continuing Professional Development / English / Safeguarding	Tuesday 24 September 2013	09:00 - 14:30	
Jade	Bloggs	Did not attend	Webbased School	Safeguarding in Education Train the Trainers course	Continuing Professional Development	Monday 15 July 2013	09:00 - 15:00	
Jade	Bloggs	Event Cancelled	Webbased School	Test Cancel	Continuing Professional Development / Safeguarding	Friday 19 July 2013	09:00 - 15:30	
Jade	Bloggs	Not marked	Webbased School	Reading for Pleasure - a Whole School Approach - Lower School Staff	Continuing Professional Development / English / Safeguarding	Monday 22 July 2013	09:00 - 14:30	
Jade	Bloggs	Event Cancelled	Webbased School	Testttt	Continuing Professional Development	Friday 19 July 2013	09:00 - 15:30	
Jade	Bloggs	Attended	Webbased School	First Steps into Leadership	Continuing Professional Development / English / Safeguarding	Thursday 18 July 2013	09:00 - 14:30	
Jade	Bloggs	Attended	Webbased School	Register Mark Test	Continuing Professional Development / Safeguarding	Friday 19 July 2013	09:00 - 15:30	

4. Click on the Event Title to view the event details.

**Event Details | (TEST) Worcestershire County Council Colleagues PLD Online - Windows L...**

[http://cpd4-worcestershire-colleagues.wbdev-test.webbasedit.local/courses/bookings/c\\_detail\\_popup.a](http://cpd4-worcestershire-colleagues.wbdev-test.webbasedit.local/courses/bookings/c_detail_popup.a)

### Event Details

**Appraisal Training for Senior Managers**

Event Code	EY 13/026										
Event Description	Appraisal Training for Senior Managers in schools, suitable for all phases.										
Key stages	KS 2 ✓ KS3 ✓ KS4 ✓ KS5 ✓										
Subjects	Continuing Professional Development / English / Safeguarding										
Target audience	Administrators / Coordinators / Governors										
Admin contact	Richard Clarke (suzanne.french@webbased.co.uk)										
Tutors	Rachel Green										
Course Costs	£0.00										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Session</th> <th>Session Date</th> <th>Session Time</th> <th>Session Venue</th> <th>Map</th> </tr> </thead> <tbody> <tr> <td>Session 1</td> <td>Tuesday 24 September 2013</td> <td>09:00 - 14:30</td> <td>A Training Venue</td> <td><input type="button" value="Map"/></td> </tr> </tbody> </table>		Session	Session Date	Session Time	Session Venue	Map	Session 1	Tuesday 24 September 2013	09:00 - 14:30	A Training Venue	<input type="button" value="Map"/>
Session	Session Date	Session Time	Session Venue	Map							
Session 1	Tuesday 24 September 2013	09:00 - 14:30	A Training Venue	<input type="button" value="Map"/>							

ion	Event Title
ol	Appraisal Training for Senior Managers
ol	Safeguarding in Education Train the Trainers course
ol	Test Cancel
ol	Reading for Pleasure - a Whole School Approach - Lower School Staff
ol	Testttt

**Event Details**

**Appraisal Training for Senior Managers**

**Event Code** EY 13/026  
**Event Description** Appraisal Training for Senior Managers in schools, suitable for all phases.  
**Key stages** KS 2 ✓ KS3 ✓ KS4 ✓ KS5 ✓  
**Subjects** Continuing Professional Development / English / Safeguarding  
**Target audience** Administrators / Coordinators / Governors  
**Admin contact** Richard Clarke (suzanne.french@webbased.co.uk)  
**Tutors** Rachel Green  
**Course Costs** £0.00

Session	Session Date	Session Time	Session Venue	Map
Session 1	Tuesday 24 September 2013	09:00 - 14:30	A Training Venue	<input type="button" value="Map"/>



5. For the Colleague Report click 'Colleague Report' from either the 'Report' drop down or select the icon from the PLD Leader tools area of the My PLD Online screen.



6. Select your search criteria and click 'Submit'.
7. The results will be show as per the example below.

13 colleagues found				<a href="#">Excel Version (13 colleagues)</a>
Page 1 of 1				
First name	Last name	Bookings (all)	Options	
Jade	Bloggs	23	<a href="#">Show details</a>	
Joe	Bloggs	22	<a href="#">Show details</a>	
Joey	Bloggs	18	<a href="#">Show details</a>	
Richard	Clarke	6	<a href="#">Show details</a>	
Christine	Clarke	1	<a href="#">Show details</a>	
Dan	Grigg	4	<a href="#">Show details</a>	
Lauren	Mcglinchey	5	<a href="#">Show details</a>	
Laura	Parker	28	<a href="#">Show details</a>	
Peter	Parker	27	<a href="#">Show details</a>	
Amber	Red	6	<a href="#">Show details</a>	
Mike	Smith	15	<a href="#">Show details</a>	
Jane	Smith	10	<a href="#">Show details</a>	
Jess	Smith	1	<a href="#">Show details</a>	

8. Click 'Show Details' to view the full details.

Events for bookings attended/not attended by Jade Bloggs		
4 events found		
Page 1 of 1		
Event title	Event start date	Attended
Register Mark Test	Friday 19 July 2013	Yes
First Steps into Leadership	Thursday 18 July 2013	Yes
Safeguarding in Education Train the Trainers course	Monday 15 July 2013	No
Early Reading Development	Sunday 9 June 2013	Yes



## Support

1. For support please view the **Get In Touch** tab on the left had side of the screen.

- Log in problems (technical)
- Password problems
  - [PLDadministrator@worcestershire.gov.uk](mailto:PLDadministrator@worcestershire.gov.uk)
- Staff are not attached to my establishment
- Staff have left
- Duplicate staff
- Problems booking training
  - Rachael Oakley, [roakley2@worcestershire.gov.uk](mailto:roakley2@worcestershire.gov.uk) or 01905 822658
- Checking staff are booked onto Training courses (events)
  - Workforce Training and Conference Team(WTCT) 01905 765901 or [workforcesupport@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.uk)